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APPENDIX G

COMPARATIVE CUMULATIVE COST OF OFFICE AND
RECORDS CENTER STORAGE OF INACTIVE AGENCY RECORDS

Inactive Records		OFFICE STORAGE			CENTER STORAGE		Savings
Accumulations 1/ Fiscal Year	Cubic Feet	File Cab. Required	Cab. Replacement Value	Cab. Space Cost	Office Storage Cost	Equipment and Building Cost 3/ Building Cost 3/	Cumulative
1954	8,000	1,000	\$ 235,000	\$ 11,400	\$ 246,400	\$412,177	\$165,777 (minus)
1955	16,000	2,000	470,000	34,200	504,200	419,354	84,846
1956	24,000	3,000	705,000	68,400	773,400	426,531	346,869
1957	32,000	4,000	940,000	114,000	1,054,000	433,708	620,292
1958	40,000 2/	5,000	1,175,000	171,000	1,346,000	440,885	905,115 /

- It is estimated in Appendix C that approximately 8,000 cu. ft. of records will be transferred to the Records Center annually. On the basis of this estimate, the above figures indicate that the Center will be filled to capacity in about 5 years and at that time expansion will be necessary. Although the volume of records to be retired will continue at the rate shown above, the volume of inactive records to be housed will accumulate at a somewhat reduced rate after the first few years of operation. This will be accomplished through the development and application of Records Control Schedules under which a portion of such records can be destroyed upon the expiration of established retention periods approved by officials of the responsible offices.
- Records Center capacity is assumed to be in the ratio of 2 cu. ft. of records for every 1 sq. ft. of available floor space. This is a minimum figure established by the GSA in the operation of ten Federal Records Centers. It takes into consideration the space needs for aisles and offices.
- Includes an estimated \$405,000 for construction and the cost of the storage equipment for the accretions of each year.
- In computing the saving, the salaries of Records Center operating personnel are not accounted for because this cost will be more than offset by the savings in the salaries of office personnel, i.e. more time is required to maintain and service inactive records in office space than is required when the records are stored in a Records Center.

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